



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 01-09-010	OPENING DATE: 02-11-09	CLOSING DATE: 02-26-09	OPEN TO ALL APPLICANTS
POSITION: Legal Assistant to Legal Branch Manager JS-11	TYPE OF APPOINTMENT: Career Service	SALARY: \$60,989 - \$79,280 DC Courts non-judicial employees receive federal retirement and benefits	
DIVISION: Probate	LOCATION: 515 5 <sup>th</sup> Street, NW	Tour of Duty: Full-time	

### PROMOTION POTENTIAL TO JS-12

**BRIEF DESCRIPTION OF DUTIES:** Performs legal research and prepares legal memoranda on complex legal issues. Maintains procedural rules on Court's website. Maintains and updates Probate Division publications and on-line documents. Issues defaults and dismissals. Reviews standard probate filings and probate-related legislation. Assists in preparation for weekly summary hearings. Serves as liaison with DC Bar in updating the Probate Law Digest. Reviews petitions and pleadings as needed. Upon implementation of e-filing, screens pleadings promptly.

**MINIMUM QUALIFICATIONS:** A law degree from an accredited law school, plus one year of legal experience. Membership in the District of Columbia Bar preferred. Please submit a copy of your most recent performance evaluation, if available, with your application.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

- 1. Ability to apply theories, concepts, principles and practices of law.**
- 2. Knowledge of probate and fiduciary law, both procedural and substantive.**
- 3. Demonstrated skill in legal research and writing. (In addition, please submit a legal writing sample with your application.)**
- 4. Ability to communicate effectively, orally and in writing, with diverse individuals within and outside the Courts.**
- 5. Experience working with computers and computerized software, including Word, Excel, Lexis/Nexis and Powerpoint.**

**SELECTION PROCESS:** After a review of applications and ranking factors, interviews or further screening may be required of highest qualified candidates. Selecting official will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

### **Submit D.C. Courts Application and Ranking Factor Responses:**

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001  
FAX to (202)879-4212

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor,  
Washington, D.C.

For a court application, call (202) 879-0496 or visit our website at [www.dccourts.gov](http://www.dccourts.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.